



Ketchikan Area Arts and Humanities Council

Come Join Our Team!!!!

Title: Program Director

Reporting to: Executive Director

The Program Director is full-time position at the **Ketchikan Area Arts and Humanities Council (KAAHC)**, reporting to the Executive Director, with occasional evening and weekend hours. The position strives to educate, support and inspire local artists and arts organizations, including the Arts and Humanities Council, to constantly reach new heights. The Program Director coordinates and implements the programs and events of the KAAHC. All programs, events and initiatives are fundamentally designed to positively affect the community of Ketchikan and to broaden the diversity of community interaction throughout all sectors. Specific responsibilities include planning, marketing, and implementation of programs and events, as well as grant writing and reporting for specific programs. Applicants must have strong interpersonal, organizational, problem-solving and writing skills, and the ability to juggle competing demands and meet deadlines required. On the job training for aspects of this position is anticipated. KAAHC is a fast paced, exciting, challenging and FUN work environment. A positive attitude and commitment to power of the arts and humanities for the greater good is imperative!

Status/schedule: A full-time, salaried position with occasional evening and weekend hours. Starting salary \$40K+benefits, DOE. Bachelor's degree preferred.

Minimum Qualifications:

- Passion for the value of local arts
- Basic understanding of the role of a non-profit in a community
- Understanding of fine art gallery exhibitions
- College degree in an arts related field or related work experience
- Excellent written and verbal communication skills
- Ability to work effectively with wide constituency
- Excellent organizational skills, with ability to meet deadlines and multi-task
- Experience in coordinating programs, events, and/or exhibits
- Strong skills in InDesign and Photoshop

Additional Qualifications

- Event planning and execution experience
- Educational programming experience
- Grant writing experience
- Public relations experience

Program Responsibilities examples:

Main Street Gallery

- Coordinate the Main Street Gallery, in collaboration with the Program Development Committee, presenting and administrating the Main Street Gallery season, including soliciting interested exhibitors, preparing

KETCHIKAN AREA ARTS AND HUMANITIES COUNCIL

Creating and Promoting Opportunities to Experience the Arts and Explore the Humanities

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and facilitating the gallery selection committee, mounting and lighting scheduled exhibits, exhibit openings, and exhibitor gallery presentations. Must be comfortable on ladder for installation and lighting of exhibits.

- Develop and present general arts programming within the Gallery setting that address local needs
- Refine program/project policies and procedures.
- Build community support and initiate cooperative programming when appropriate for specific programs and projects.
- Maintain and disseminate calendar of all arts event happenings in community
- Maintain quality and integrity of the appearance and positive reputation of the Main Street Gallery

Performing Arts programs:

- Locate, negotiate, and contract with performers and speakers for public programs and performances.
- Assist in locating funding and writing grants
- Build community support and initiate cooperative programming when appropriate for specific programs and projects.

Educational Programming:

- Create, develop and implement relevant educational arts programming for youth and adults
- Administer and further develop artist development workshops and opportunities

Community-wide Events;

- Coordinate two arts festivals per year (Blueberry Arts Festival & Winter Arts Faire) in close concert with other staff including event planning, booth registration, and promotion
- Nurture and provide opportunities for community members to create and maintain arts events and gatherings outside of KAAHC programming
- Assist Administrative Manager with the three Art Walks per year

Other:

- Present written program/project reports for monthly board meetings and as needed for grantors
- Administer specific KAAHC program/project budgets and submit regular reports.

Submit resume, cover letter, list of references, Alaska employment application, and a one-page writing sample: Ketchikan Area Arts & Humanities Council, 330 Main Street, Ketchikan, AK 99901.

Interested applicants may contact:
Kathleen Light, Executive Director
907-225-2211
KathleenL@KetchikanArts.org

